

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

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Distribution: Headquarters, Areas, and Locations

This DIRECTIVE states ARS policy and responsibility for the Safety, Health, and Environmental Management Program throughout ARS.

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1. REFERENCE

For more specific details and procedures dealing with the ARS Safety, Health, and Environmental Management Program, refer to MANUAL 230.0. (Refer to Exhibit 1 of this DIRECTIVE for an outline of the elements/activities included in MANUAL 230.0.)

2. ABBREVIATIONS

- AAO - Area Administrative Officer
- AD - Area Director
- ADP - Automated Data Processing
- A-E - Architect-Engineer
- AM - Administrative Management
- AHERA - Asbestos Hazard Emergency Response Act
- ASHM - Area Safety and Health Manager
- BSO - Biological Safety Officer, PM
- CAA - Clean Air Act
- CD - Center Director
- CEPS - Cluster Environmental Protection Specialist
- CERCLA - Comprehensive Environmental Response, Compensation, and Liability Act
- COR - Contracting Officer's Representative
- CWA - Clean Water Act
- DAAM - Deputy Administrator for Administrative Management
- EPA - Environmental Protection Agency
- EPCRA - Emergency Planning and Community Right-to-Know Act
- FD - Facilities Division
- HWC - Hazardous Waste Cleanup
- LC - Location Coordinator
- NEBA - National Environmental Policy Act
- OMB - Office of Management and Budget
- OSHA - Occupational Safety and Health Act
- PCB - Polychlorinated Biphenyls
- PM - Program Management
- RCRA - Resource Conservation and Recovery Act
- RL - Research Leader
- RSS - Radiological Safety Staff
- SARA - Superfund Amendments and Re-authorization Act
- SHEMB - Safety, Health, and Environmental Management Branch
- TEP - Technical Evaluation Panel
- TSCA - Toxic Substance Control Act

3. FORMS

- EPA Form 3500-7 Federal Agency Pollution Abatement Plan
- EPA Form 8700-12 RCRA Section 3016 Inventory Form
- EPA Form 7530-1, Notification for Underground Storage Tanks
- OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan

4. DEFINITIONS/SCOPE OF PROGRAMS AND ACTIVITIES

This section lists major environmental legislation, along with related program implementation activities, which currently drive the ARS Safety, Health, and Environmental Management Program.

Resource Conservation Recovery Act

- Chemical Inventory
- Hazardous Waste Minimization
- Record keeping
- Hazardous Waste Disposal
- Manifesting
- Small Quantity Generator
- Hazardous Wastes
- 3016 Inventory
- Radiological Mixed Wastes
- Recycling of Materials
- Hazardous Waste Determinations
- Infectious and Biological Wastes
- Solid Waste
- Underground Storage Tanks
- Part B Permits for Treatment/Storage/Disposal Facilities
- National Priority List
- Chemical Labeling
- Transporting
- Packaging

Comprehensive Environmental Response, Compensation and Liability Act

- HWC Funding
- Preremedial/Remedial Activities
- Preliminary Assessments

- Site Inspections
- Record keeping
- Environmental Releases
- Hazard Ranking System
- Potentially Responsible Party Settlements
- Emergency Planning and Community Right-To-Know
- Water Pollution
- Hazardous Substance List
- A Reportable Spill
- Wetlands
- SARA

National Environmental Policy Act

- Environmental Assessments
- Environmental Impact Statements
- Categorical Exclusions
- Endangered Species
- Finding of No Significant Impact

Occupational Safety and Health Act

- Occupational Health Maintenance Program
- Employee Assistance Program
- Record keeping of Injuries/Illnesses
- Education/Training
- Safety/Health Poster
- Safety Policy Statements
- Designated Safety and Health Official
- Inspection and Abatement
- Personal Protective Equipment
- Industrial Hygiene Program
- Office of Workers Compensation Program
- Safety and Health Committees

Clean Air Act

Hazardous Pollutants
 Air Emission Sources
 Fume Hood/Ventilation Program
 National Air Permit System

Clean Water Act

- The National Pollutant Discharge Elimination System
- Oil Spills and Discharge of Hazardous Substances

Toxic Substance Control Act

- PCB's
- Chemical Inventories

Asbestos Hazard Emergency Response Act

- Asbestos
- Abatement
- Asbestos Containing Building Materials
- Sampling/Analysis
- Record keeping
- Personal Protective Equipment
- Containment
- Friability
- Amosite/Chrysotile
- Industrial Hygienist

6. AUTHORITIES

- Resource Conservation and Recovery Act (42 U.S.C. 6901) Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. 9601)
- Superfund Amendments and Re-authorization Act (Public Law 99-499)
- Emergency Planning and Community Right-To-Know Act (42 U.S.C. 11001)
- National Environmental Policy Act (42 U.S.C. 4341)
- Occupational Safety and Health Act (29 C.F.R., Part 1910)
- Clean Air Act (42 U.S.C. 7401)
- Clean Water Act (33 U.S.C. 1251)
- Toxic Substance Control Act (15 U.S.C. 2601)
- Asbestos Hazard Emergency Response Act (15 U.S.C. Title II)
- USDA Department Regulation 4400-1

6. POLICY

ARS policy is to eliminate or minimize losses incurred by the Agency, individual employees, and the general public as a result of actions or incidents involving or producing injury, illness, and property/environmental damage in the ARS

workplace by:

- Implementing the Agency's program for safety, health, and environmental management.
- Complying with the spirit and letter of safety, health, and environmental legislation and related standards, orders, rules, and regulations.
- Establishing procedures for procurement, repair, storage, waste management/disposal, and salvage operations to prevent accident-related losses.
- Providing supervisory/employee education/training opportunities for communicating program function components.
- Properly assigning, directing, and training ARS employees.
- Developing supervisory safety, health, and environmental-related knowledge and skills.
- Compensating for human factors/errors which have an undesirable effect upon the Agency's research mission.
- Developing facility self-protection plans for emergency situations.
- Developing and implementing program promotional activities.
- Analyzing work assignments to identify potentially hazardous conditions or adverse environmental consequences.
- Developing standard operating procedures which minimize or eliminate potentially hazardous conditions or adverse environmental effects.
- Analyzing the relationship of the employee, machine, and environment for the identification of potentially hazardous conditions or adverse environmental effects.
- Protecting employees from hazardous conditions through isolation, guarding and shielding principles, or personal protective equipment.
- Developing policies and procedures which minimize or eliminate potentially hazardous conditions or adverse personal effects through chemical labeling, hygiene, proper storage and disposal, and by inventorying chemicals and hazardous substances/materials.

- Developing procedures for researching, measuring, and reporting safety, health, and environmental-related data.
- Developing programs for reviewing, inspecting/auditing, and complying with the Safety, Health, and Environmental Management Program.
- Incorporating the Safety, Health, and Environmental Management Program components into daily routines.

Periodic audit/inspection findings indicate that the Agency must (1) take appropriate action to correct the deficiencies that exist as well as (2) provide a consistent level of program support to implement and maintain an acceptable Safety, Health, and Environmental Management Program as required by Federal and State regulations. FD-SHEMB will update existing Agency DIRECTIVES as well as develop new DIRECTIVES on safety, health, and environmental management.

7. RESPONSIBILITIES

The Administrator, ARS, will:

- Initiate and maintain/oversee a comprehensive and viable Safety, Health, and Environmental Management Program consistent with the requirements set forth in applicable Federal/State/local legislative and executive mandates.
- Serve or designate, as required by USDA Departmental Regulation 4400-1, a Deputy Administrator to serve as the Agency's Designated Safety and Health Official and provide the necessary staffing, education/training, equipment, financial resources, and management support to develop and manage a comprehensive and effective Agency wide program.
- Assure that ARS employees are furnished with places and conditions of employment that are free from recognized hazards that may contribute to the occurrence of occupational-related injury, illness or death, or property/ environmental damage.
- Assure that administrative procedures and professional services are available for the recognition and treatment of employees' personal difficulties that may affect their safety, health, or productivity.
- Assure prompt response to all reports of unsafe or unhealthful conditions and establish procedures designed to assure that no employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in ARS Safety, Health, and Environmental

Management Program activities.

- Assure that periodic inspections of all Agency workplaces are performed by qualified and properly equipped personnel and provide for adequate employee representation during inspections.
- Assure prompt abatement of unsafe and unhealthful working conditions and assure proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.
- Assure that safety, health, and environmental related education and training are provided for all ARS employees (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific safety, health, and environmental management and operational duties and responsibilities).
- Ensure participation by and consultation with employees or their representatives in safety, health, and environmental operations and activities.
- Assure that safety, health, and environmental responsibilities are integrated within the performance standards of all managers, supervisors, and employees.
- Furnish, upon Department request or as directed: (1) all safety, health, and environmental-related reports (annual, evaluation, investigation, etc.); (2) statistical reports (injury, illness, property/ environmental damage, loss, costs, etc.); and/or (3) HWC/funding reports.

Deputy Administrators, Associate Deputy Administrators, National Program Leaders, and AM/PM Headquarters Staffs and Divisions for Their Subordinate Staffs will:

- Recommend actions that enable ARS to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.
- Provide coordination and consultative assistance to subordinates under their jurisdiction to help them develop safety, health, and environmental strategies to meet the requirements of USDA; ARS policies; and impacting laws, standards, and regulations.
- Include adequate funds for compliance with safety, health, and environmental standards in budgets under their jurisdiction.

- Ensure that all necessary actions are taken for the prevention, control, and abatement of potentially hazardous conditions for all operations and activities under their jurisdiction.
- Develop improvement plans and provide follow up reports for corrective action measures to meet standards.
- Participate in Agency wide development of program implementation plans (i.e., goals/objectives/milestones) designed to ensure compliance.
- Provide review and comments, as requested, on safety, health, and environmental issues.
- Immediately notify the appropriate management official responsible for resource allocations whenever unsafe, unhealthful, environmental damage, or potential pollution situations arise so that appropriate actions can be taken.
- Ensure--through the PM BSO--all safety, health, and environmental concerns are addressed during the design/construction of biosafety facilities and within research procedures which require compliance with Biosafety levels.
- Establish policy to ensure that the Agency's research operations are in compliance with the NEPA provisions.

AD's, Under the Direction of the Administrator, will:

- Exercise primary responsibility to initiate, operate, and direct a comprehensive and viable Area Safety, Health, and Environmental Management Program consistent with the requirements set forth in applicable legislative/executive mandates; ARS Manual 230.0, ARS Safety, Health, and Environmental Management Program Manual; and this DIRECTIVE.
- Provide the necessary staffing, education/training, equipment, financial resources, and management support to develop and manage a comprehensive and viable program.
- Provide all supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.

- Establish Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment, consistent with Agency wide goals/objectives set forth by the Administrator.
- Inform and hold subordinate supervisors accountable for implementing and monitoring ARS program requirements and for ensuring that they and their employees are properly trained and prepared to carry out these responsibilities.
- Compile and approve in a timely manner overall Area wide safety, health, and environmental-related reports, inventories, and statistics required by the ARS Administrator.
- Develop safety, health, and environmental duties and responsibilities in position descriptions of line managers, staff officials, and employees.
- Comply with all NEPA requirements related to construction and program issues; conduct all required environmental assessments, environmental impact statements, categorical exclusions, etc.; and record, sign, forward, and maintain copies of all project documents.

CD's, LC's, and RL's will:

- Implement, manage, monitor, and comply with all applicable Federal and State regulations and ARS Safety, Health, and Environmental Management Program policies, DIRECTIVES, standards, and established procedures to ensure safe, healthful, and environmentally protected workplaces and protection for all employees under their jurisdiction.
- Inform and hold subordinate supervisors responsible for implementing and managing the ARS safety, health, and environmental requirements cited under Paragraph G - POLICY, and ensure that they and their employees are properly trained and prepared to carry out these responsibilities.
- Provide education/training, equipment, facilities, other necessary financial resources, and management support to subordinate employees to assure compliance with the safety, health, and environmental policies and regulations described above.
- Seek out and utilize trained safety, health, environmental, and radiological personnel, or acquire by direct hire or contract to assist in solving safety, health, environmental, and radiological problems to provide a safe working environment.

- Furnish Location employees with places and conditions of employment that are free from recognized hazards and provide training/personal protective equipment to work around known hazardous situations that cannot be corrected without unjustifiable resource allocations that may contribute to the occurrence of occupational related injury, illness or death, or environmental damage.
- Assure that administrative procedures and professional employee assistance programs are available for the identification and treatment of employees' work-related and/or personal difficulties that may affect their safety, health, or productivity.
- Respond promptly to all reports of unsafe or unhealthful conditions and establish procedures designed to assure that no employee is subject to any interference, discrimination, or other type of reprisal for reporting such conditions or participating in ARS Safety, Health, and Environmental Management Program activities.
- Periodically inspect all Location workplaces, through qualified and properly equipped personnel, and provide for adequate employee representation during inspections.
- Provide prompt abatement of unsafe and unhealthful working conditions and assure proper posting of notices for identified unsafe and unhealthful conditions that cannot be abated immediately.
- Provide periodic safety, health, and environmental-related education/training for all Location employees (with special emphasis on supervisory personnel, collateral duty safety and health personnel, representatives of employees, members of safety and health committees, employees performing hazardous work assignments and duties, new employees, and employees assigned specific safety, health, and environmental duties and responsibilities) to keep all employees current with program requirements and policies.
- Require participation by and consultation with employees or their representatives (i.e., unions) in the Locations' safety, health, and environmental operations and activities.
- Integrate safety, health, and environmental-related responsibilities into the performance standards of all managers, supervisors, and employees under their jurisdiction and appraise their performance accordingly.
- Obtain the necessary data, and furnish all safety, health, and

environmental-related reports (annual, evaluation, investigation, etc.); statistical reports (injury, illness, property/environmental damage, loss, costs, etc.); and HWC/funding reports.

- Recommend actions that enable ARS to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.
- Report--within required deadlines--any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities to appropriate Federal, State, or local regulatory officials and Area/Headquarters officials.
- As required, provide support and make formal recommendations to the AD concerning environmental issues and building permit procedures related to NEPA.

The Deputy Administrator AM (DAAM) will:

- Recommend actions that enable ARS to comply with the intent, purposes, and standards of safety, health, and environmental legislation.
- Recommend ARS policy and procedures on safety, health, and environmental standards and program elements to comply with Federal laws and regulations.
- Inform Agency line/staff officials of changes in ARS safety, health, and environmental management standards and program elements to comply with Federal laws and regulations.
- Provide oversight to ascertain that applicable safety, health, and environmental related concerns/provisions are observed in Agency acquisition, construction, personnel, ADP, property (real/personal), contracting, and financial processes.
- Assure the compilation of Agency wide safety, health, and environmental reports, inventories, and statistics as required.
- Administer funds appropriated to ARS for HWC and compliance purposes, and provide guidance to Agency officials on programming and budgeting for safety, health, and environmental management programs/activities.
- Assure that reviews, inspections/audits, evaluations, and follow up of needed corrective actions of Agency operations/activities are performed to ascertain

that they are in compliance or are being brought into compliance insofar as feasible with applicable Federal, State, or local safety, health, and environmental standards.

- Assure--through RSS--that all safety, health, and environmental-related concerns are addressed within the radiological safety program as required by Federal laws and regulations.

FD-SHEMB will:

- Develop, implement, manage, and monitor all applicable safety, health, and environmental standards and program elements as required by Federal laws and regulations.
- Assure that all supervisory personnel and employees know of their right to have access to applicable safety, health, and environmental standards and program elements.
- Ensure that supervisors and employees properly report all accidents, injuries, illnesses, and environmental releases; complete the appropriate forms within prescribed deadlines; perform investigations to identify causes; and determine corrective actions.
- Recommend actions that enable ARS to comply with the intent, purposes, and standards of safety, health, and environmental legislation.
- Establish and recommend ARS policy and procedures on safety, health, and environmental standards and on safety, health, and environmental program components.
- Identify, prepare correspondence, and inform--through the DAAM--Agency line/staff officials of (1) changes in ARS safety, health, and environmental management standards and (2) program elements that need to be implemented in ARS. Serve as liaison with Department officials and external regulatory offices to determine legislation, regulatory requirements, or changes in safety, health, and environmental regulations which impact ARS programs.
- Advise other ARS-AM functional areas of safety, health, and environmental related concerns/provisions which must be included in ARS' acquisition, construction, personnel, ADP property (real/personal), contracting, and financial processes.
- Obtain the necessary data and compile Agency wide safety, health, and

environmental reports, inventories, and statistics as required.

- Recommend actions and provide guidance to line officials on programming and budgeting for safety, health, and environmental management activities.
- Conduct periodic reviews and make written assessments of Areas' efforts to implement the ARS Safety, Health, and Environmental Management Program.
- Establish Agency wide procedures for inspecting and evaluating the effectiveness of the ARS program at all organizational levels.
- Ensure--through the responsible property management officials--that safety, health, and environmental concerns are addressed in the acquisition and disposal of real and personal property.
- Provide operational safety and health project management for FD facility projects in excess of \$300,000 for construction and in excess of \$30,000 for A-E requirements.
- Provide policy direction and support to program officials concerning HWC funding projects; monitor Area utilization of the funding and ensure required Status of Funds Reports are prepared by Area officials; prepare Agency response to the Department.
- Provide policy direction and guidance to the Area/Location staff and line officials in their preparation of Statements of Work for preliminary assessments, site inspections, or other preremedial/remedial work for Area pollution prevention/abatement/remediation projects; serve as a TEP member as required.
- Provide policy direction and guidance to Area/Location officials in their preparation of the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the RCRA Section 3016 Inventory Form; the EPA Form 7530-1, Notification for Underground Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.

AAO's will:

- Assist line managers in identifying and allocating necessary staffing, education/ training, and financial resources to develop and manage a comprehensive and viable Area program.
- Provide administrative management assistance to the AD in establishing Area

goals/objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.

- Provide administrative management assistance in compiling Area wide safety, health, and environmental-related reports, inventories, and statistics required by the Administrator.
- Recommend actions that enable the AD to comply with the intent, purposes, and standards of impacting safety, health, and environmental legislation.
- Assist in the development of improvement plans and follow up reports for corrective action measures to meet standards.
- Provide all supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.
- Participate in the development of Agency wide safety, health, and environmental management programs to insure compliance with regulations.
- Monitor HWC fund spending to ensure compliance with Department HWC spending guidelines; ensure quality and accuracy of HWC Status of Funds Reports for all Area projects; and ensure quarterly reviews of HWC activities are conducted and the findings reported to Headquarters as required.
- Administratively supervise, assign tasks, and monitor the performance of individual CEPS' and other safety, health, and environmental employees under their supervision. Assignments will be congruent with Area wide/Agency wide program goals, priorities, and objectives, unless the Location situation/condition requires immediate attention.

Location Administrative Officers will:

- Assist line managers in identifying and allocating necessary staffing, education/training, and financial resources to develop and manage a comprehensive and viable location program.
- Provide administrative management assistance to the Center Director/Location Coordinator/Research Leader in establishing location

goals/objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment.

- Provide administrative management assistance in compiling location safety, health, and environmental-related reports, inventories, and statistics required by the Agency.
- Recommend actions that enable the Center Director/Location Coordinator/Research Leader to comply with the intent, purpose, and standards of impacting safety, health, and environmental legislation.
- Assist in the development of improvements plans and follow up reports for corrective action measures to meet standards.
- Provide all location supervisory personnel and employees immediate access to applicable safety, health, and environmental standards and program elements.
- Ensure that all accidents, injuries, illnesses, and environmental releases are properly reported; that appropriate forms are prepared; and that investigations are performed to identify causes and determine corrective actions.
- Participate in the development of Agency wide safety, health, and environmental management programs to ensure compliance with regulations.
- Monitor Hazardous Waste Cleanup fund spending to ensure compliance with Department Hazardous Waste Cleanup spending guidelines; ensure quality and accuracy of Hazardous Waste Cleanup Status of Funds Reports for all location projects; and ensure quarterly reviews of Hazardous Waste Cleanup activities are conducted and the findings reported to Headquarters as required.
- Administratively supervise, assign tasks, and monitor the performance of individual Cluster Environmental Protection Specialist and other safety, health, and environmental employees under their supervision. Assignments will be congruent with Area wide/Agency wide program goals, priorities, and objectives, unless the Location situation/condition requires immediate attention.

ASHM's will:

- Coordinate and provide technical oversight to the implementation of the ARS Safety, Health, and Environmental Management Program for all Area

employees, cooperators, and visitors in accordance with the policies, regulations, and responsibilities described above.

- Ensure that all Location programs within the Area are consistent with ARS guidelines and with Federal laws and regulations.
- Ensure that safety, health, and environmental concerns are taken into consideration--when known--regarding research activities, construction, repair and maintenance, modernization, and HWC projects.
- Recommend Area/Location goals, objectives, and resource requirements for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.
- Assure that managers/supervisors arrange for appropriate safety, health, and environmental education/training programs; orientations for new employees; and assistance in such training as priorities permit.
- Ensure that managers/supervisors comply with Federal, State, and local safety, health, and environmental rules, regulations, and standards and all policies, regulations, and guidance issued by ARS with respect to the ARS Safety, Health, and Environmental Management Program.
- Ensure that periodic inspections, including environmental audits, of all workplaces are performed and that an abatement program is put in place on an annual basis or as resources permit.
- Through appropriate management/reporting systems, monitor abatement of unsafe and unhealthful working conditions at all Locations within the Area.
- Assist managers/supervisors in preparing and providing all safety, health, and environmental-related plans, cost estimates, reports, statistics, and/or other information for the Locations within the Area.
- Recommend doable corrective solutions/actions to assure prompt abatement of unsafe and unhealthful working conditions.
- Conduct periodic reviews and make written assessments to the supervisors, AD's, and the DAAM of Locations' efforts to implement the ARS Safety, Health, and Environmental Management Program.
- Assist Area/Location property personnel in addressing all safety, health, and environmental-related concerns relating to the acquisition and disposal of real and personal property.

- Provide safety, health, and environmental-related guidance and assistance to Area/Location managers in their administration of the Area/Location program; setting of program priorities; and evaluating program implementation and effectiveness.
- Assist Area/Location managers in reporting--as necessary--to the appropriate Federal, State, or local regulatory official and Area/Headquarters officials any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.
- Provide operational safety and health project management for Area facility projects under \$300,000 for construction and A-E requirements under \$30,000. Review design submittals and approve from a safety and health perspective.
- Provide technical support and make formal recommendations for all construction and all research-related issues to the AD concerning environmental and building permit procedures and issues related to the NEPA for Area facility projects under \$300,000 for construction and A-E requirements under \$30,000.
- Coordinate resolution of environmental issues with appropriate Federal, State, and local environmental regulatory organizations associated with design projects over \$30,000 and NEPA issues impacting facility design identified by A-E.
- Review, correct/or assure correctness, and consolidate Location/Area submittals concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the RCRA Section 3016 Inventory Form; the EPA Form 7530-1, Notification for Underground Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.
- Prepare Statements of Work for preliminary assessments/site inspections or other preremedial/remedial work for all Area pollution prevention/abatement/remediation projects regardless of dollar value; serve as the Chairperson for the project(s) TEP; and serve as the COR as required.

CEPS' and OMB Circular A-76 Contractors Providing Safety, Health, and Environmental Support to ARS Employees/Facilities/Equipment in Compliance with Applicable Contract Provisions, as Directed by CD, LC, or RL, will:

- Recommend actions that enable ARS to comply with the intent, purposes, and standards of Federal safety, health, and environmental laws and regulations.
- Develop and assist managers/supervisors in implementing the ARS Safety, Health, and Environmental Management Program for Location employees, cooperators, and visitors according to ARS and Federal laws, regulations, and policies.
- Assist managers/supervisors in designing all programs at the Locations being serviced to be consistent with the ARS program policy.
- Assist managers/supervisors in designing safety, health, and environmental compliance into Location research operations, construction, repair and maintenance, and modernization projects.
- Recommend Location/Area goals and objectives for reducing or eliminating accidents, injuries, illnesses, and damage to the environment.
- Arrange for or conduct appropriate safety, health, and environmental education/training programs and orientations for present and new employees.
- Assure that managers/supervisors are complying with all applicable ARS, Federal, State, and local safety, health, and environmental rules, regulations, and standards. Report all violations to higher levels of management.
- Conduct inspections/environmental audits of all workplaces within the Locations being serviced on an annual basis.
- Provide or recommend prompt abatement of unsafe and unhealthful working conditions, facilities, equipment, and practices.
- Prepare and provide for CD, LC, or RL all safety, health, and environmental-related plans to bring the Location/unit into compliance along with cost estimates, reports of violations/corrective actions, training needed, supporting statistics, and/or other information for the Locations being serviced.
- Provide safety, health, and environmental-related guidance and assistance to Location officials in their administration of the Location programs; assist in setting safety, health, and environmental program priorities and evaluating program implementation/effectiveness.
- Assist managers/supervisors in implementing ARS policies/procedures which minimize or eliminate potentially hazardous conditions or adverse personal effects through chemical hygiene management, proper storage and disposal,

and by inventorying chemicals and hazardous substances/materials.

- Assist Area/Location officials in reporting--as necessary--to the appropriate Federal, State, or local regulatory official and Area/Headquarters officials on any and all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than listed quantities.
- Collect data and assist managers/supervisors in preparing Location submittal concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the RCRA Section 3016 Inventory Form; the EPA Form 7530-1, Notification for Underground Storage Tanks; and OMB A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.
- As required, assist in preparing Statements of Work for preliminary assessments/site inspections or other preremedial/remedial work for Locations being served. Serve as a TEP member for pollution prevention/abatement/ remediation projects; and serve as the COR as required.
- As required, provide technical support and make formal recommendations for Location construction and research-related issues involving NEPA and building permit procedures for facility projects under \$300,000 for construction and A-E requirements under \$30,000.

All ARS Employees will:

- To the extent and scope of their authority, ensure safe and healthful workplaces.
- Comply with all applicable Federal, State, and local regulations; ARS safety, health, and environmental standards; and all rules, regulations, and orders.
- Ensure the proper and timely reporting of all accidents, injuries, illnesses, and environmental releases; preparation of appropriate forms; and timely notification to supervisory/management employees of the causes and corrective actions recommended including training.
- Perform all assigned tasks (including those activities not specifically addressed by existing rules or regulations) in a manner conducive to the safety and health of themselves, their fellow employees, and the environment.

- Properly use all applicable safety, environmental, and personal protective equipment and clothing.
- Avail themselves of medical surveillance, employee assistance, counseling, and other Federal programs to maintain their physical and mental health and safety in accordance with ARS policies and regulations. Supervisory approval/concurrence should be acquired except where confidentiality is guaranteed.
- Participate in the ARS program fully with freedom from restraint, interference, coercion, discrimination, or reprisal.

8. OBJECTIVES OF DIRECTIVE

Place greater emphasis on ARS environmental management activities and other high impact program areas which have emerged due to new environmental laws and other regulations, in addition to the ARS industrial safety and hygiene requirements given priority attention since the 1970's.

Describe AD, CD, LC, RL roles and responsibilities as line managers responsible for identifying and allocating necessary resources, setting program priorities, meeting project schedules, incident reporting, regulation compliance, implementation of programs, and program accountability.

Describe FD-SHEMB roles and responsibilities as a staff function responsible for developing national policies and national programs, providing technical guidance and procedures, recommending solutions/actions, monitoring program implementation, and evaluating program implementation.

Describe AM (i.e., AAO, ASHM, CEPS) roles and responsibilities for implementing Agency policies, conducting periodic inspections, providing guidance and procedures, recommending Area and cluster Location program priorities, recommending corrective solutions/actions, helping Areas and Locations set priorities, and evaluating program implementation.

Describe full-time/part-time Federal employee/OMB Circular A-76 contractor roles and responsibilities for implementing Agency policies, conducting periodic inspections, providing guidance and procedures, recommending Area and Location program priorities, recommending corrective solutions/actions, helping Locations set priorities, and evaluating program implementation.

9. APPLICABILITY

This DIRECTIVE applies to all ARS employees, agents, cooperators, and contractors working on ARS property. Each employee is charged with the responsibility for implementing or complying with all applicable provisions of the ARS Safety, Health, and Environmental Management Program as it pertains to operations within the work place, duties and responsibilities. The responsibilities listed herein are not all-inclusive; they shall in no way be construed to limit individual initiatives to implement more comprehensive practices in order to achieve an acceptable degree of safety, health and environmental protection. Appropriate corrective action including disciplinary action will be considered in those cases where violations of ARS or other Federal laws and regulations have occurred or are not being followed.

E. E. FINNEY, JR.
Administrator

Exhibit

1 Components of Directive/Manual 230.0

Exhibit 1

Listed below are the major components of the Directive/Manual 230.0, ARS Safety, Health, and Environmental Management Program.

- A DIRECTIVE - ARS Safety, Health, and Environmental Management Program with Emphasis on Duties and Responsibilities of All ARS Employees
- B MANUAL -
 - 1 Section A - ARS Safety Management Function
 - Chapter I - General Program Information
 - Chapter II - Safety, Health, and Environmental Management Component
 - Chapter III - Safety, Health, and Environmental Education/Training Component
 - Chapter IV - Safety, Health, and Environmental Services Component
 - Chapter V - Safety, Health, and Environmental Oversight Component
 - Chapter VI - Safety, Health, and Environmental Evaluation Component
 - 2 Section B - ARS Occupational Health Management Function
 - Chapter I - General Program Information
 - Chapter II - ARS Employee Assistance Program
 - Chapter III - ARS Occupational Health Maintenance Program
 - Chapter IV - ARS Occupational Safety and Health Workers' Injury/Illness Compensation Program
 - Chapter V - ARS Controlled Substance Program

- Chapter VI - Storage, Preparation, and Consumption of Food and Beverages in Facilities With Laboratories
- 3 Section C - ARS Industrial Hygiene Function
 - Chapter I - General Program Information
 - Chapter II - ARS Industrial Hygiene Survey Program
 - Chapter III - ARS Asbestos Management Program
 - Chapter IV - ARS Hazard Communication Program and Community Right-To-Know Program
 - Chapter V - ARS Laboratory Chemical Fume Hood Standards
 - Chapter VI - ARS Hearing Conservation Program
 - Chapter VII - ARS Confined Space Program
 - Chapter VIII - ARS Chemical Hygiene Program
- 4 Section D - ARS Environmental Management Function
 - Chapter I - General Program Information
 - Chapter II - ARS Environmental Planning
 - Chapter III - ARS Environmental Protection
 - Chapter IV - ARS Environmental Compliance
 - Chapter V - ARS Pollution Prevention
 - Chapter VI - ARS Environmental Program Evaluation